LETTERS

2nd Edition

PRIMARY & ELEMENTARY CLASSES

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LAYYAH

PUNJAB SCHOOL EDUCATION DEPARTMENT

2021

Letters

1) Write a letter to your cousin/friend requesting him/her to lend you his/her English book.

Examination Hall,
City ABC.
May 13, 2018.

Dear Ahmad,
Assalam-o-Alaikum!
I hope you will be fine. I have lost my English book. My father is out of city. I cannot buy new book. Kindly send me your book for three days. You know I shall return it after taking my test.
Salam to all at home.

Yours sincerely,
X.Y.Z.

2) Write a letter to your friend telling him/her about your new school.

Examination Hall,
City ABC.
May 13, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be very fine. I have taken admission in new school. Let me tell you that it is a beautiful school. It has three classrooms. All the classrooms are big. It has a playground. It has a grassy plot. The result of the school is very good.
Salam to all at home.

Yours sincerely,
XYZ.

3) Write a letter to your father/mother telling him/her about your health.

Examination Hall,
City ABC.
May 13, 2018.

My dear father,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that I suffered from fever some days ago. The doctor suggested me some medicines. I took it regularly. Now I am better. I need your prayers.
Say my Salam to mother.

Your loving son,
XYZ.

4) You have spent all your money due to extra hostel expenses. Write a letter to your father asking him to send more money for living expenses.

Examination Hall,
City ABC.
May 13, 2018.

My dear father,
Assalam-o-Alaikum!
I hope you will be fine. You know I had to buy some extra books for exam. I also paid exam fee. Beside this, money was spent on shopping. Now I have shortage of money. Please send me 5000 rupees.
Say my Salam to mother.

Your loving son,
XYZ.

5) Write a letter to your younger brother advising him to study hard.

Examination Hall,
City ABC.
May 13, 2018.

My dear Ali,
Assalam-o-Alaikum!
I hope you will be fine. You know your performance is not good in the exam. I am very sorry for this. You are a shining student. You can take first position in the school. You should focus on your studies. I hope you will act upon my advice.

Yours sincerely,
XYZ.

6) Write a letter to your father telling him about your mother's/sister's illness.

Examination Hall,
City ABC.
May 13, 2018.

My dear father,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that the health of mother is not good. Last week, she had high fever. She had caught Malaria. Now she is admitted in the hospital. You should reach home as soon as possible.

Your loving son,
XYZ.

7) Write a letter to your friend requesting him/her to lend you his/her camera.

Examination Hall,
City ABC.
May 13, 2018.

My dear Nabeel,
Assalam-o-Alaikum!
I hope you will be fine. I am going to Swat for a week. My camera is out of order. You know I need a camera. Kindly lend me your camera for a week. I shall be thankful to you.

Yours sincerely,
XYZ.

8) Write a letter to your friend inviting him/her to spend winter/summer holidays with you.

Examination Hall,
City ABC.
May 13, 2018.

My dear Ali,
Assalam-o-Alaikum!
I hope you will be fine. I am going to Murree next week. You know Murree is a beautiful city. I invite you to join me. We shall enjoy cold weather and chairlift. We shall take photos of beautiful places. I hope you will come.

Yours sincerely,
XYZ.

9) Write a letter to your friend telling him/her about your winter/summer vacations/describing your visit to northern areas/hilly areas.

Examination Hall,
City ABC.
December 01, 2018.

My dear Rayan,
Assalam-o-Alaikum!
I hope you will be fine. I have spent my vacations with my family. We visited Naran. You know Naran is a beautiful city. We enjoyed cold weather and chairlift. We purchased dry fruits. Then we came back home. Now I am fully ready for school.

Yours sincerely,
XYZ.

10) Write a letter to your friend describing the garden/city you have visited or describing your visit to Lahore/Karachi or describing your summer/winter vacations.

Examination Hall,
City ABC.
December 01, 2018.

My dear Ali,
Assalam-o-Alaikum!
I hope you will be fine. Yesterday I went to Lahore/Karachi. Let me tell you that it is a beautiful city. There are many gardens in this city. I visited Jinnah Garden. People come here for walk and picnic. I took ice cream. Then I came back home.

Yours sincerely,
XYZ.

11) Write a letter to your friend inviting him/her to your birthday party/wedding/dinner party/brother wedding.

Examination Hall,
City ABC.
May 13, 2018.

My dear Rafay,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that my __________ is on 1st January. I invite you on my _______. I have invited my friends and family. The dinner will be started at 7 p.m. I hope you will come.

Yours sincerely,
XYZ.

12) Write a letter to your friend telling him/her that you cannot come to his/her birthday party/wedding.

Examination Hall,
City ABC.
May 13, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be fine. I received your letter yesterday. I am thankful to you for your invitation. Let me tell you that I cannot come due to exam. I am really sorry for this. But I will come after exam. My prayers are with you.

Yours sincerely,

XYZ.

13) Write a letter to your friend congratulating him/her on his/her success.

Examination Hall,
City ABC.
May 13, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be fine. I congratulate you on your success. You know it is a great success. It is the result of prayers of your parents. I am very happy today.
Say my Salam to your parents.

Yours sincerely,
XYZ.

14) Write a letter to your uncle/brother/friend thanking him/her for a birthday present/gift.

Examination Hall,
City ABC.
May 13, 2018.

My dear uncle,
Assalam-o-Alaikum!
I hope you will be fine. I am thankful to you for a beautiful gift. It is a precious gift. I shall use it with care. You know it shows your love for me.
Salam to all at home!

Your loving nephew,
XYZ.

15) Write a letter to your friend telling him/her about your school function/result ceremony/price distribution ceremony/23rd March/14th August/Quaid Day/Iqbal Day/Defence Day etc.

Examination Hall,
City ABC.
May 13, 2018.

My dear Ali,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that last week a ceremony was conducted in our school. All the students were in proper dress. Program was started with Tilawat-e-Quran and Naat. Some students presented tableau. Some students made speeches. Our principal highlighted the importance of this day. Prizes were also distributed. I received an award for my participation.

Yours sincerely,
XYZ.

16) Write a letter to your friend to condole on his/her mother's death.

Examination Hall,
City ABC.
May 13, 2018.

My dear Ali,
Assalam-o-Alaikum!
I am shocked to hear about your mother's death. I am grieved on this tragedy. You know she was so nice. She always loved me as her own son. My sympathy is with you.

Yours sincerely,
XYZ.

17) Write a letter to your father telling him about your study progress / result.

Examination Hall,
City ABC.
May 13, 2018.

My dear father,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that my study progress report is very well. I stood first in December test. I am working hard for the annual exam. All the teachers are satisfied with my study. I need your prayers.
Salam to all at home.

Your loving son,
X.Y.Z.

18) Write a letter to your friend describing cleanliness day in your school.

Examination Hall,
City ABC.
May 13, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that our school planned a "Cleanliness Day" on Friday. Different activities were planned. We washed our hands after and before meal. We brushed our teeth. We cleaned our classrooms. We also cleaned gardens. The teachers told use never write on the walls. It was an informative day for us.

Yours sincerely,
X.Y.Z.

19) Write a letter to your friend describing him/her about your new house.

Examination Hall,
City ABC.
December 01, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that we have bought a new house. It is a beautiful house. It has two rooms. It has a kitchen. It has a drawing room. My room is very beautiful. I love my house very much.
Salam to your parents.

Yours sincerely,
XYZ.

20) Write a letter to your friend describing him/her about your visit to Khewra salt mine.

Examination Hall,
City ABC.
December 01, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that last Sunday, my family visited Khewra salt mine. It is located in Jehlum. The mine is made of salt. It is beautiful place. There is also a mosque which is made of salt. I took photos. Then we came back home.
Salam to your parents.

Yours sincerely,
XYZ.

21) Write a letter to your friend describing him/her about your new pet.

Examination Hall,
City ABC.
December 01, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that I have purchased a cow. It is very beautiful. Its colour is brown. It gives milk daily. We drink its milk. I take care of its food. I love it very much.
Salam to your parents.

Yours sincerely,

X.Y.Z.

22) Write a letter to your father describing him about your trip to museum/historical place.

Examination Hall,
City ABC.
December 01, 2018.

My dear father,
Assalam-o-Alaikum!
I hope you will be fine. Yesterday I visited Lahore Museum. You know it is very wonderful museum. I saw many historical things. I saw things and weapons of old kings. It was an informative trip.
Salam to all at home.

Your loving son,
X.Y.Z.

23) Write a letter to your father describing him about terrorist attack at your school.

Examination Hall,
City ABC.
December 01, 2018.

My dear father,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that yesterday three terrorists attacked at our school. It was very risky attack. They fired wastefulness. Some students were looped. But forces reached in time and they killed all the terrorists. We were saved from major loss.
Salam to all at home.

Your loving son,
X.Y.Z.

24) Your friend has invited you spending on holidays with you/on dinner party/wedding party/birthday party/any function. Write a letter to your friend ensuring him/her your acceptance/accepting his/her invitation.

Examination Hall,
City ABC.
December 01, 2018.

My dear friend,
Assalam-o-Alaikum!
I hope you will be fine. Yesterday I received your letter. You know I am very happy for your invitation. I will come and enjoy together. I shall come within two days.
Salam to all at home.

Yours sincerely,
X.Y.Z.

25) Write a letter to your friend telling him about the exhibition held at your school.

Examination Hall,
City ABC.
December 01, 2018.

My dear Friend,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that last Sunday, an exhibition was held at our school. Every student took part in this exhibition. There were different stalls. I also arranged a stall of garments. The parents and teachers appreciated it. It was a great fun.
Salam to all at home.

Yours sincerely,
X.Y.Z.

26) Write a letter to your uncle telling him about the interesting animals you saw in the zoo / visit to zoo.

Examination Hall,
City ABC.
December 01, 2018.

My dear Uncle,
Assalam-o-Alaikum!
I hope you will be fine. Last Sunday I visited the Lahore Zoo. You know it was a great fun. I saw different birds and animals. I saw lions, tigers, monkeys and elephant. The zebra was eating grass. I enjoyed it very much.
Salam to all at home.

Yours sincerely,
X.Y.Z.

27) Write a letter to your mother telling her about your hostel life.

Examination Hall,
City ABC.
December 01, 2018.

My dear Mother,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that I am very comfortable in hostel life. My roommate is very nice. We study together. There is also a mosque in hostel. I offer prayer regularly. I play game in hostel club. There is also canteen in hostel but I miss your taste.
Salam to all at home.

Yours sincerely,
X.Y.Z.

28) Write a letter to your friend telling him the experience you got at the hospital.

Examination Hall,
City ABC.
December 01, 2018.

My dear Friend,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that yesterday I went to hospital for my check-up. The hospital was full of patients. The patients were standing in line. They were waiting for doctor. I also saw some patients of dengue. They were in serious conditions. It was really a painful situation. I took my medicines and came home.
Salam to all at home.

Yours sincerely,
X.Y.Z.

29) Write a letter to your friend thanking him/her for the hospitality.

Examination Hall,
City ABC.
December 01, 2018.

My dear Friend,
Assalam-o-Alaikum!
I hope you will be fine. I am very thankful for your hospitality during my stay at your home. All your family looked after me. You know I felt it as my own home. Your gift was also very beautiful.
Salam to all at home.

Yours sincerely,
X.Y.Z.

30) Write a letter to your younger brother advising him to improve English language.

Examination Hall,
City ABC.
December 01, 2018.

Dear brother,
Assalam-o-Alaikum!
I hope you will be fine. You know I am very happy on your result. But your marks in English are very low. You should improve English. English is an international language. You should also improve spoken English. Good English is very important for good job.
Salam to all at home.

Yours sincerely,
X.Y.Z.

31) Write a letter to your friend thanking him / her for holidays which you spent with him / her.

Examination Hall,
City ABC.
December 01, 2018.

Dear friend,
Assalam-o-Alaikum!
I hope you will be fine. Let me tell you that I am very thankful to you. In vacations we spent holidays together. We enjoyed it very much. It was done because of your sharing. I hope next year we will go to hilly areas together.
Salam to all at home.

Yours sincerely,
X.Y.Z.